



RESOLUTION OF STAFF COMPLAINTS

The following procedure has been established for resolving a complaint filed by a member of the staff:

Step One

The staff member shall present the complaint in writing to his/her immediate supervisor within 15 days of the action or incident. The written statement of the complaint shall contain:

- A. The facts upon which the complaint is based as the staff member who is filing the complaint sees them,
- B. A reference to the policies of the district which have allegedly been violated, and
- C. The remedies sought.

The staff member shall discuss this complaint with his/her immediate supervisor. If the complaint is against an administrator or another staff member, such individual shall be present at the meeting to present the facts as he/she sees them. A sincere effort shall be made to resolve the complaint at this level. If the aggrieved person does not appeal the complaint to the superintendent within 10 days of the aggrieved person's meeting with his/her immediate supervisor, the complaint shall be waived.

Step Two

The superintendent shall, within 10 days of the receipt of the complainant's appeal, meet with that staff member to hear his/her claim. If the complaint is against an administrator or another staff member, such individual shall be present at the hearing to present the facts as he/she sees them.

The superintendent shall render a decision regarding the appeal within 10 days of the appeal hearing, and will notify the complainant of his or her decision in writing.